

# The Giving Tree Children's Academy Emergency Pandemic Plan

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## Updated Emergency Plan:

### -Procedures for Families:

- **ALL** children and parents will be required to do a temperature check outside of the center (no exceptions)
- Parent/Guardian must wait in their vehicle until previous family has re-entered their vehicle
- Director will have a sign-in sheet which will include (date, time, child, family member along with temperatures taken during pick-up & drop-off.)
- Block grant folders will be available outside upon drop off for parents to sign daily.
- There will be 2 employees upon drop off to log down temperature checks, and to drop child to their designated classrooms
- Drop-off will be done at a staggered time, but CANNOT exceed temporary updated hours of operation
- Body checks upon arrival and will be conducted daily
- No parent or family member will be allowed in the classroom at any given time. Time logs will be conducted by The Giving Tree staff upon drop off, to continue accurate time keeping
- If child is dropped off later in the day, parent/guardian will have to call ahead of time, then may knock on the door, step back for the safety of the staff member and for a temperature check away from other children and staff members

- Should the child or parent/guardian have a slight fever or fever, they would not be allowed on premises until they are fever free with no other symptoms for at least 3 days
- If a child shall develop any cold or flu like symptoms, slight fever, fever, runny nose, while in our care, they will be isolated and parents will be contacted immediately for immediate pick-up
- Hand wash for staff and students will be done **every hour** or before and after consuming meals, snacks, and outdoor play
- Children will be required to stay home if they are not feeling well
- No intermingling among the classrooms, all children will remain in their class until they are picked up, unless brought into isolation by the director
- Staff and Parents will not share any objects, pens, iPad, or paper
- Hours of operations will be from 7:30-5:30

#### Staff Procedure:

- Temporary hours of operation: 7:30am-5:30pm. This is to ensure opening and closing staff have ample time to prepare and clean up the center
- Staff will be required to do temperature checks when arriving on TGT premises
- Staff will take temperature upon drop off, before or after nap, upon pick up
- ALL staff will be required to use a face mask
- Staff will not be allowed in any other classroom, besides entering and exiting the center. Supplies can be requested, and Director will drop supplies to each classroom.
- If staff is ill, they will be required to stay home

- Ensure all toys at the center are sanitized and disinfected daily. Soft/Plush toys, play-doh, slime will be temporarily removed from the center
- Teething toys should be kept in infants bags when not in use, absolutely no sharing of teether/soothers
- Frequently touched surfaces must be disinfected at least twice a day (i.e: doorknobs, light switches, toilet handles, tabletops, counters, sliding door)
- Performing proper hand hygiene (including assisting children with hand hygiene)
- Do not use water or sensory tables
- Encourage more physical space between children:
  - Spreading children into different areas
  - Staggering lunch time and outdoor play (One class at a time for outdoor play)
- Increase the distance between cots/mats, move furniture around if needed. If space is tight, place children head to-toe alternatively
- Cots must be sanitized after each use
- Label children's belongings children **MUST NOT** share bottles, cups, containers, utensils or pacifiers
- Reinforce "no food-sharing" policies
- **ALL** Classroom doors should REMAIN LOCKED throughout the day. Children that are picked up/dropped off should be accompanied by a teacher to enter or exit the center